

TO: Prospective Applicants

FROM: Charles H. Chisolm, Executive Director, Mississippi Department of Environmental Quality

SUBJECT: Request for Applications for Waste Tire Abatement Contractors

GENERAL INFORMATION

SECTION A: SERVICES AND PRICES

The Mississippi Department of Environmental Quality, Office of Pollution Control (MDEQ), invites you to submit an application for selection as a contractor to provide labor, materials, facilities, services, equipment and management necessary for the removal, processing, and disposal of waste tires at unauthorized waste tire sites.

The contracts to be awarded will be Indefinite Quantity type contracts, with subsequent work orders issued against the contract. The work orders will include specifications regarding the particular site(s), including the approximate number of waste tires contained at the particular clean-up site and the amount to be reimbursed to the contractor upon completion of the tasks enumerated in the work order. Reimbursement will be at a rate of \$130.00 per ton.

Each contract shall not exceed a ceiling amount of \$90,000.00, and the cumulative amount of the work orders issued under the contract shall not exceed the contract ceiling amount. The ceiling amount of contracts to be awarded may exceed the anticipated \$90,000 amount in some cases, including but not limited to, where the applicant can demonstrate that it has sufficient capacity to accommodate the prompt removal, processing, and/or disposal of very large deposits of waste tires (approximately 50,000 or greater). The ceiling amount of contracts or cumulative amount of the work orders will not exceed \$100,000.00 without prior approval of the Personal Service Contract Review Board.

MDEQ does not guarantee a minimum amount of work to each contractor. All work orders will be issued to the contractors on an equitable basis, contingent upon such factors as proximity of the contractor to the clean-up site and the ability of the contractor to remove, process, and dispose of the quantity of tires contained therein.

It is anticipated that the contracts will be awarded on or around July 1, 2002 with the first period of performance ending no later than June 30, 2003. MDEQ anticipates award of Multi-Term contracts for a period of time not to exceed four (4) years with an option to renew for one year. Payment and performance obligations for the succeeding fiscal period shall be subject to the availability and appropriation of funds. In the event that funds are not available for any succeeding fiscal period, the remainder of such contracts shall be canceled. However, the State's rights or the contractor's rights under any

termination clause in the contracts are not affected. MDEQ will notify the contractor on a timely basis that funds are or are not available for the continuation of the contracts for each succeeding fiscal period.

SECTION B: WORK STATEMENT

The successful applicants will be expected to perform the following tasks, which shall be listed in the contract. All subsequent work orders issued pursuant to the contract shall be incorporated as a part of the contract as if fully set forth therein.

1. The work orders issued pursuant to the contract shall consist of the removal, transportation, processing, and disposal of waste tires from the selected waste tire abatement site(s).
2. CONTRACTOR shall remove, transport, process, and dispose of the subject waste tires in accordance with the Mississippi Waste Tire Law – Miss. Code Ann. Sections 17-17-401, et seq., as amended, and the State of Mississippi Waste Tire Transportation and Management Regulations.
3. MDEQ shall issue a work order for each project authorizing the CONTRACTOR to Proceed with the work related to each site specified in the work order. The work order shall specify the location as well as the estimated quantity and weight of the tires, and approximate costs to be paid by MDEQ to the CONTRACTOR for each site.
4. The CONTRACTOR shall proceed with the work specified in the work order within ten (10) working days of the issuance of the work order by MDEQ, or upon a mutually agreeable alternative date subject to issuance of a work order, and shall complete the work specified in the work order prior to being considered eligible to participate in the clean-up of subsequent projects that may be assigned by MDEQ to the CONTRACTOR. The CONTRACTOR shall immediately notify MDEQ in writing upon the completion of a work order project.

SECTION C: CONTRACT ADMINISTRATION

The contracts awarded subsequent to this solicitation shall be administered by MDEQ. All invoices submitted by the Contractor for payment of services performed pursuant to the contract shall be submitted to MDEQ to the attention of the Contracts Department.

SECTION D: LIST OF ATTACHMENTS AND FORMS

Attachment A contains all of the necessary forms that must be completed and submitted as part of the application. These forms include:

Attachment A – Form 1: Company Information

Attachment A – Form 2: Methods Description

Attachment A – Form 3: Experience
Attachment A – Form 4: Personnel Roster
Attachment A – Form 5: Equipment Inventory

Attachment B – Contains standard clauses that will be included in the contract to be
Awarded subsequent to this solicitation.

SECTION E: REPRESENTATIONS AND CERTIFICATIONS

To be considered qualified as a WASTE TIRE ABATEMENT CONTRACTOR, applicants must submit to MDEQ proof of the following:

1. Applicant has sufficient experience, knowledge, equipment, and personnel in order to effectively remove and dispose of the waste tires.
2. A current Waste Tire Hauler Certificate issued by MDEQ.
3. A current Waste Tire Processing facility permit authorization from MDEQ or a comparable agency in another state or agree to use a company which has been authorized by MDEQ or a comparable agency in another state to properly process and dispose of the waste tires. Proof of intent may include an agreement or other such correspondence between the waste tire hauler and the processor.
4. Applicant has maintained a good compliance record with all state regulations regarding the transportation, processing, storage and disposal of waste tires.
5. Proof of contractor's general liability insurance of at least \$500,000.00.

SECTION F: INSTRUCTIONS, CONDITIONS, AND NOTICES TO APPLICANTS

Issuing Office

This offer is issued for the State of Mississippi by the Mississippi Department of Environmental Quality, Office of Pollution Control. MDEQ reserves the right, without qualifications, to select any application as a basis for negotiation, to reject all applications not meeting minimum requirements, and to exercise its discretion and apply its judgment with respect to any application submitted. MDEQ also reserves the right to make contract awards based on the submitted applications without conducting discussion.

Application Submission and Deadline

All Applicants must submit one original and one (1) copy of the entire application. **All applications must be received by MDEQ no later than June 21, 2002, by 4:00 P.M.** It is suggested that you mail applications via certified mail with a return receipt guaranteed. MDEQ will not be responsible for mail delays or lost mail.

Applications must be mailed to:

Mississippi Department of Environmental Quality
Waste Tire Abatement Program
P.O. Box 10385
Jackson, Mississippi 39289
Attention: Luis Murillo

SEALED APPLICATION – DO NOT OPEN

Or delivered to:

Mississippi Department of Environmental Quality
Waste Tire Abatement Program
101 West Capitol Centre
101 West Capitol Street
Jackson, Mississippi 39204
Attention: Luis Murillo

SEALED APPLICATION – DO NOT OPEN

Submission Deadline: June 21, 2002 by 4:00 P.M.

1. Applications shall be submitted in sealed envelopes or packages addressed to the department specified above.
2. One (1) original and One (1) copy shall be submitted.
3. Receipt or acceptance of an application does not imply commitment or obligation on the part of the State of Mississippi to fund any application submitted; however, all applicants determined by MDEQ to be qualified will be listed as approved WASTE TIRE ABATEMENT CONTRACTORS and will be eligible to perform Waste Tire Abatement work for MDEQ at selected unauthorized waste tire sites, determined by MDEQ as eligible for cleanup funding.
4. Only those firms responding by the deadline specified above will be considered for selection

Tasks to be Performed

Applicants shall provide all labor, materials, facilities, personnel, services, equipment, and management necessary to accomplish the tasks enumerated in the Work Statement,

Section B. Applicants also shall specify subcontractors for disposal proposed to be used in the completion of the project. (See Attachment A – Form 2).

Ineligible Activities

Contract funds generally shall not be used for the purchase of equipment items that are not required as an integral part of the proposed project. Other examples of ineligible activities are: the purchase of land, buildings or structures, subsidy of public transit fares, subsidy of utility rates, and the purchase of equipment to conduct research of conservation techniques and technologies not commercially available.

Acceptance/Rejection of Applications

Failure to furnish all information or to follow the format identified in these guidelines may disqualify the application. It is important that each section of the original application be submitted in the most complete manner possible. MDEQ also reserves the right to consult with outside parties in evaluation of applications. All applications become property of the State of Mississippi upon receipt and will not be returned to the Applicant.

Application Preparation Expenses

MDEQ will not pay any costs incurred in the preparation and submission of applications.

Withdrawal of Applications.

Applications may be withdrawn by written notice received at any time before award.

Application Modifications

Any requests to modify applications must be submitted in writing by the Primary Applicant. All requests for modifications must be submitted prior to the application submission deadline.

Equal Opportunity

Contracts, grants, loans, purchases, and all other financial transactions are administered by MDEQ equally to all without regard to race, color, creed, sex, national origin, disability, or age.

Amendments to Application Specifications

MDEQ reserves the right to issue amendments to these guidelines. If it becomes necessary to amend said guidelines, MDEQ will provide copies of the amendments to all Applicants having submitted applications based on earlier guidelines.

Application Preparation Instructions

All applications shall be prepared in accordance with this sub-section. All necessary forms required by MDEQ to be completed by applicant are presented in Attachment A. Applicants must ensure that all the information specified in Attachment A is submitted to MDEQ by June 21, 2002. The application shall consist of the following items:

1. COMPANY INFORMATION

Attachment A – Form 1 of this package must be completed by the Applicant and submitted as part of the application.

2. MINIMUM REQUIREMENTS: REPRESENTATIONS AND CERTIFICATIONS

All applications will contain proof that the requirements established in SECTION E: REPRESENTATIONS AND CERTIFICATIONS have been met.

3. APPLICATION NARRATIVE

As provided for in Attachment A, the Applicant must provide the following information:

a. Methods Description

A description of the proposed method(s) of removal, processing, and disposal/recycling that is likely to be employed in the abatement of unauthorized waste tire piles.

b. Experience

Information detailing the applicant's experience regarding collection, transportation, and processing of waste tires and current details regarding the disposal of the tires by the applicant.

c. Personnel

A listing of the full-time employees who will most likely participate in any waste tire abatement project. The listing should also include the present job classification of each employee listed (ex: John Doe – truck driver).

d. Equipment

Information regarding the equipment owned by the applicant which will be used or that can be used to perform the services as stated in this solicitation. This information should include the type equipment, trucks, trailers, shredders and/or other specialized equipment, and number of each. Indicate the processing capacity of each waste tire processing equipment if applicable.

ATTACHMENT A – CHECKLIST

The following is a listing of items that must be completed and included as part of the proposal package submitted by the offeror to MDEQ:

1. Company Information (Attachment A, Form 1).
2. A current Waste Tire Hauler Certificate issued by MDEQ.
3. A current Waste Tire Processing facility permit authorization from MDEQ or a comparable agency in another state or proof of intent to use a company which has been authorized by MDEQ or a comparable agency in another state to properly process/dispose of the waste tires. Proof of intent may include an agreement or other such correspondence between the waste tire hauler and the processor.
4. Proof of general liability insurance of at least \$500,000.00.
5. Methods Description (Attachment A, Form 2).
6. Experience Listing (Attachment A, Form 3).
7. Personnel Roster (Attachment A, Form 4).
8. Equipment Inventory (Attachment A, Form 5).

**ATTACHMENT A
FORM 1**

**MISSISSIPPI DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF POLLUTION CONTROL
P.O. BOX 10385
JACKSON, MISSISSIPPI 39289-0385
(601) 961-5171**

**APPLICATION FOR LISTING AS APPROVED
WASTE TIRE ABATEMENT CONTRACTOR**

Name of Company
Making This
Application _____

Mailing
Address _____
Street
Address _____

City _____ State _____
Zip _____

Telephone Numbers:
Day Number () _____
Night Number () _____
Fax Number () _____

Name of Principal Officer _____

Name of Usual Contact Person _____

Waste Tire Processing
Permit/Authorization _____

Waste Tire Hauler
Identification Number _____

Note: Contractor must attach proof of contractor's general liability insurance of at least
\$500,000.00

FOR MDEQ USE ONLY

DATE RECEIVED _____

FORM 2

METHODS DESCRIPTION

Please describe the proposed method(s) of removal, processing, and disposal/recycling that the applicant intends to employ in the abatement of unauthorized waste tire piles. If the applicant is not an authorized waste tire processor, please indicate the name, address, and permit number (if applicable) of the authorized processor(s) the applicant intends to use. Attach documentation, if possible, of the processor's agreement to accept the tires. (Note: Agreements with processors may also be submitted at a later date)

FORM 3

EXPERIENCE

Please provide information detailing your company's experience regarding the collection, transportation and processing of waste tires and current details regarding the disposal of the tires by your company.

FORM 4

PERSONNEL ROSTER

Please list below all of your company's full-time employees who will most likely participate in any waste tire abatement project, and designate their present job classification (truck driver, equipment operator, etc.).

You may attach an existing employee list to this application if that list includes employees' name and job classification.

FORM 5

EQUIPMENT INVENTORY

Please list below the equipment owned by your company that will be used or that can be used to perform the services as stated in the notice to Contractors.

Please indicate the type of equipment, trucks, trailers, shredders, and number of each. Indicate the processing capacity of each waste tire processing equipment if applicable. If your company maintains a current equipment list that provides the same requested information, you may attach a copy to this application.